

COMMON MANAGEMENT ADMISSIONS COMMITTEE (CMAC) - 2025

BBA Admissions (2025-26)



Dated: 28/07/2025

1. Counselling and Document verification schedule for BBA Admission 2025 (First Round of Counselling)

**VENUE: B.R. Ambedkar Auditorium,
Delhi Technological University**

Candidates must report to the venue as per the following schedule.

The ranks mentioned in the schedule below are as per the provisional merit list available on the CMAC admission portal www.cmacadmissions.com. The merit list displayed on the CMAC admission portal is purely tentative. The final merit will depend upon the verification of CUET scores (English and General Aptitude Test Scores), and accordingly, the allocation of seats will be done.

Reporting Date	Region	Category/Subcategory	Ranks	Reporting Time
30-07-2025 (Wednesday)	Delhi	Unreserved/ General	1-750	10 am
		Unreserved/ General	751-1500 751-2000 (Female candidates)	1 pm
		CW candidates in General Category	All	
		PwD candidates in General Category	All	

Reporting Date	Region	Category/Subcategory	Ranks	Reporting Time
31-07-2025 (Thursday)	Delhi	OBC	All	10 am
		SC		
		ST		
		EWS		
		Subcategories PWD, CWS within reserved categories		

Reporting Date	Region	Category/Subcategory	Ranks	Reporting Time
01-08-2025 (Friday)	Outside Delhi	Unreserved/ General	1-500 1-700 (Female candidates)	10 am
		CW candidates in General Category	1-500	
		PwD candidates in General Category	All	
		OBC	1-800	12 pm
		SC	All	
		ST	All	
		EWS	1-1700	
		Subcategories PWD, CWS within reserved categories	All	
	Supernumerary	Single girl child	1-2000	
		Kashmiri Migrants	All	

Note: -

- Acronyms: CW- Defence category, PwD- Physically Disabled, KM- Kashmiri Migrant, SGC- Single Girl Child.
- Delhi Region:- Class XIIth from school located in Delhi NCT Region, Outside Delhi- Class XIIth from school located outside of Delhi NCT Region (Including NCR, e.g., Gurugram, Noida, Ghaziabad, etc.)
- A greater number of candidates than available seats are called for the counselling process; hence, merely calling for counselling does not guarantee admission, as merit and availability of seats in the respective category are the sole basis for allotment.**

- d) For Delhi Region – SC, ST, and OBC certificates must be issued by the Govt of NCT of Delhi. All OBC-NCL and EWS certificates must be issued after 31.03.25. Further guidelines are available in the admission brochures.

2. GUIDELINES FOR THE FIRST ROUND OF COUNSELLING

- a) The merit list of the BBA Candidates is displayed on CMAC admission portal www.cmacadmissions.com. The merit list displayed on the CMAC admission portal is purely tentative. The final merit will depend upon the verification of CUET scores (English and General Aptitude Test Scores) and accordingly the allocation of seats will be done.
- b) The candidates have to report as per schedule and must mark their attendance soon after reporting. Candidates who cannot come physically can authorize any representative to participate in the counselling on their behalf and complete admission formalities. No other relaxation will be given in the admission procedure. Respective representatives will have to carry a valid ID proof and a letter of undertaking from the candidate along with the original & photocopy of the required documents.
- c) After marking attendance, the reporting candidates or their representatives will collect their file from the desk and will arrange the documents as per instructions.
- d) Reported Candidates will be called according to their rank for document verification and seat allotment. The allotment of the University will be done on the basis of the rank in the merit list, the candidate's preference of the university/campus, eligibility criteria and availability of seats in each university/campus in the respective category.
- e) After seat allotment, the candidate has to complete the process of online fee payment to confirm the seat allotted to the respective candidate, if the candidate does not pay the part admission fee of Rs. 1,00,000 in stipulated time, his/her seat will be cancelled and will be offered to next candidate from the merit list as per rules.
- f) No deficiency of any type will be allowed in document verification, and if found, the candidature will be cancelled, and no representation will be entertained thereafter.
- g) Non-reporting of the candidate as per the schedule and within the stipulated time forfeits the claim for admission for any reason whatsoever, and no request will be entertained after that.
- h) CMAC 2025 reserves the right to make any modification /alteration in the process/ procedure if required.

3. PAYMENT OF SEAT ACCEPTANCE FEE

Candidates desirous of seeking admission in BBA program are required to pay a seat acceptance fee of Rs. 1,00,000/-. After seat allotment, the option of the payment of seat acceptance fee of Rs. 1,00,000/- will be made available in the CMAC login account of the candidate.

The candidates have to come prepared to pay the seat acceptance of Rs. 1,00,000 in online mode with net banking, debit card or credit card. This is the responsibility of the candidates to make necessary arrangements for the online fee payment. If the candidate fails to pay the seat acceptance fee of Rs. 1,00,000 in the stipulated time, the allotted seat will be cancelled by CMAC and will be offered to the next available candidate from the merit list as per rules.

4. DOCUMENTS REQUIRED AT THE TIME OF DOCUMENTS VERIFICATION AND COUNSELLING

The candidates must produce the following documents (**original as well as one-self attested photocopy**) in the order given below:

- (a) Three Passport Size Photographs
- (b) Print-out of the online application form and proof of registration fee payment of Rs. 1500/-
- (c) Mark sheet and certificate of the qualifying examination i.e. Class XII or equivalent
- (d) Proof of CGPA Conversion (if applicable)
- (e) Class X Certificate in support of date of birth proof
- (f) CUET-UG 2025 score card
- (g) Reserved category (SC/ST/OBC-NCL/EWS/Single Girl Child/Kashmiri Migrant)/sub-category (CW/PD) Certificates, if applicable.

(The formats of these certificates have been provided in the Admission Brochure. The EWS certificate and OBC-NCL certificate must be valid for the year 2025-26 i.e. must be issued after 31.03.25 and if OBC certificate is issued on or before 31.03.24, it must be accompanied by a Valid NCL certificate for the year 2025-26. For further details please refer to the admission brochures)

Note: The names on the certificates, 12th mark sheet and caste certificate should be exactly same, otherwise an affidavit for the same has to be produced. For candidates who have passed Class XII through Patrachar Vidyalaya, Delhi National Institute of Open School Delhi (NIOS), the criterion for deciding the region shall be the location of their centre of examination. Such candidates must bring a copy of their admit card.

- (h) Medical fitness certificate

5. WITHDRAWAL POLICY

All fee refunds of the candidates, who have withdrawn their seat till spot round will be made by CMAC, Delhi 2025 as per the withdrawal policy of the respective University from where withdrawal is taken. After that the candidates have to approach the respective allotted Universities for any withdrawals.

Last date of Admission to calculate eligible refund amount is 18th August, 2025.

Note: Please refer the Admission Brochure for Withdrawal Policy of Participating Universities.

Venue for First Round Counselling

**Delhi Technological University
B.R. Ambedkar Auditorium,
Shahbad Daultpur, Bawana Road, Delhi - 110042**

Note: Candidates are advised to visit the website <https://cmacadmissions.com> regularly for updates about the admission process. For any queries, candidates may write to bba.usme@dtu.ac.in.